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UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5605.1Z
BADJ

01 FEB 1999

BASE ORDER 5605.1Z

From: Commanding General
To: Distribution List

Subj: MARINE CORPS BASE PUBLICATIONS ALLOWANCE AND DISTRIBUTION
CODES

Ref: (a) MCO P5600.31G
(b) BO P5400.3H

DISTRIBUTION

0945, 4 Feb 99

BY

CMW

(TIME & DATE)

Encl: (1) Distribution List for Marine Corps Base (MCB)
Publications

1. Purpose. To establish policy regarding the dissemination of Marine Corps Base (MCB) publications and to publish a revised distribution list for publications promulgated by this Headquarters.

2. Cancellation. BO 5605.1Y.

3. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

4. Information

a. The term "publications," as defined in paragraph 1215 of reference (a), includes all forms of printed matter.

b. Per reference (a), Base directives are issued on a "need-to-know" basis and are to be maintained only by the intended addressees. It is not the purpose or intent of this Headquarters to require commands/sections to hold every directive that is promulgated, but rather, only the directives which are mission essential.

c. Copies of directives promulgated by this Headquarters will be forwarded only to the commands/sections identified as intended recipients by the distribution codes outlined in enclosure (1).

d. It is not intended that commands/sections receive and/or hold copies of publications merely to maintain complete files.

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5. Action. Publications originated by commands/sections of this Headquarters will be distributed per the distribution codes and allowances set forth in enclosure (1).

a. To further facilitate the distribution of MCB publications, commands/sections serviced by this Headquarters are assigned to one of the following categories:

- I Staff, Marine Corps Base
- II Organizations, Marine Corps Base
- III Other Activities, Marine Corps Base
- IV Associate Commands

b. This Headquarters will disseminate MCB publications to the general/special staff and organizational commanders, in quantities representative of their total organizational requirement. It is the responsibility of general/special staff and organizational commanders to further disseminate MCB publications to their subordinate commands as outlined in reference (b).

c. Enclosure (1) lists activities for which copies of MCB publications are provided for further distribution to subordinate organizations, units, and/or sections. Any further distribution which is not listed in enclosure (1), and which may be required, will be the responsibility of the originator of the directive.

d. It is the responsibility of the originator to determine the distribution code for the directive(s) which it sponsors. Those distribution codes which are utilized by this Headquarters are covered in paragraph 6.

6. Distribution Codes. Below is a chart outlining the distribution codes utilized by this Headquarters. It is requested that originators of MCB publications utilize this information when determining the distribution codes for directives which fall under their cognizance.

DISTRIBUTION CODES

COVERAGE

A

Publications promulgated for information of all personnel or requiring action by all units down to and including company or equivalent level.

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A-1	Publications promulgating regulations for training facilities, ranges and maneuver areas (including firing notices).
B	Publications promulgated for information or requiring action by all activities down to and including battalion or equivalent level.
C	Publications promulgated for information or requiring action by all activities employing civilian personnel, appropriated or nonappropriated funds.
E	Publications affecting Financial Management Resources.
N	Publications promulgated for information, or requiring action by activities employing civilian, nonappropriated fund personnel.
X	Publications promulgated for information of general/special staff and organizational commanders only.

7. Specific Distribution. The term "SPECIAL" should not be used by commands/sections of this Headquarters. Should a publication be issued for which none of the standard distribution codes apply, the specific distribution desired by the originator of the directive should be indicated within the directive per the following examples:


- a. DISTRIBUTION: C, CAT IV plus 1 and 2
- b. DISTRIBUTION: Each Individual CONCERNED plus

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8. Distribution of Classified Publications. Routine publications having a security classification of "CONFIDENTIAL" or higher are not given a standard distribution as set forth herein.

9. Changes to Distribution List. Addressees who desire a change in the number of copies of MCB publications indicated in enclosure (1) should forward such requests to the Commanding General (Attn: Base Adjutant), Marine Corps Base, Camp Lejeune, via the intermediate authority having administrative cognizance over the command/section.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: A

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DISTRIBUTION LIST FOR MCB PUBLICATIONS

CATEGORY I

STAFF, MARINE CORPS BASE

	A	A-1	B	C	E	N	X
AC/S, MANAGEMENT SUPPORT DETACHMENT	2	1	1	1	2		2
AC/S, FACILITIES	3	3	2	3	2	2	2
AC/S, MANPOWER	1	1	1	1	1	1	1
AC/S, COMPTROLLER	1		1	1	1	1	1
AC/S, MARINE CORPS COMMUNITY SERVICES	5	5	5	6	5	5	5
AC/S, LOGISTICS	2	2	2	2	2		1
AC/S, TRAINING, EDUCATION @ OPERATIONS	2	2	2	2	2		2
AC/S, ENVIRONMENTAL MANAGEMENT DEPARTMENT	1	1	1	1	1		1
AC/S, INSTALLATION SECURITY @ SAFETY	2	2	2	2	2	2	2
POSTAL OFFICER	1		1	1	1		1
SUPERINTENDENT, DEPENDENTS' SCHOOLS	1			2	2		2
CIVILIAN HUMAN RESOURCES OFFICE-EAST	1		1	2	2		1
COMMAND INSPECTOR	1		1	1	1		1
STAFF JUDGE ADVOCATE	1	1	1	1	1		1
COMMAND CHAPLAIN	1			1	1		1
BASE SERGEANT MAJOR	1		1	1	1		1
CHIEF, BRANCH CLINICS	1			1	1		1
CONSOLIDATED PUBLIC AFFAIRS OFFICE	1	1	1	1	1		1
HQMC LIAISON REPRESENTATIVE	1		1				1
BASE CAREER PLANNER	1						
MISSE	1						
BASE MILITARY PERSONNEL	1		1	1	1		1
QUALITY MANAGEMENT DIVISION	1	1	1	1	1	1	1
BRIG				1			

CATEGORY II

ORGANIZATIONS, MARINE CORPS BASE

	A	A-1	B	C	E	N	X
FIELD MEDICAL SERVICE SCHOOL	1	1	1	1	1		
HEADQUARTERS AND SUPPORT BATTALION	1	1	1	1	1		
SCHOOL OF INFANTRY	1	1	1	1	1		
MARINE CORPS ENGINEER SCHOOL	1	1	1	1	1		
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS	1	1	1	1	1		
RESERVE SUPPORT UNIT	1	1	1		1		
WEAPONS TRAINING BATTALION	1	1	1		1		
NAVAL HOSPITAL	1	1	1	1	1		
NAVAL DENTAL CLINIC	1	1	1	1	1		

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CATEGORY III

OTHER ACTIVITIES, MARINE CORPS BASE

	A	A-1	B	C	E	N	X
DEFENSE REUTILIZATION/MARKETING OFFICE	1		1	1			
EAST COAST DISBURSING ON-SITE TEAM	1		1	1	1		
EAST COAST FOOD SERVICE TEAM	1	1	1				
FIELD SUPPLY @ MAINTENANCE OFFICE ONE	1	1					
NAFI AUDITOR	1		1	1	1		
NAVAL AUDITOR	1		1	1	1		1
NAVAL CRIMINAL INVESTIGATIVE SERVICE	1		1	1	1		
20TH NAVAL CONSTRUCTION REGIMENT, DET	1	1	1	1			
PERSONNEL SUPPORT DETACHMENT	1		1	1			
DEFENSE COMMISSARY AGENCY	1		1	1	1		1
EASTERN AREA COUNCEL OFFICE	1		1	1			
DEFENSE PRINTING SERVICE	1		1	1	1		1
JUDICIARY ACTIVITY	1	1	1	1	1	1	1

CATEGORY IV

ASSOCIATE COMMANDS

	A	A-1	B	C	E	N	X
II MARINE EXPEDITIONARY FORCES	1	1	1		1		
2D MARINE DIVISION	10	10	10	2			
2D FORCE SERVICE SUPPORT GROUP	10	10	10	4			
MARINE CORPS AIR STATION, NEW RIVER	2	1	2	1	1		
MARINE AIRCRAFT GROUP 26	1	1	1				
MARINE AIRCRAFT GROUP 29	1	1	1				
MWSS-272	1	1	1				
22ND MARINE EXPEDITIONARY UNIT	1	1	1				
24TH MARINE EXPEDITIONARY UNIT	1	1	1				
26TH MARINE EXPEDITIONARY UNIT	1	1	1				
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE (CBIRF)	1	1	1				
II MACE	1	1	1				